

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
INTERNSHIP DESCRIPTION FORM

INTERNSHIP HOST INFORMATION

State Department / Agency: MDCH	
Administration / Office: Chronic Disease and Injury Control/Cancer Section, 5 th floor	
Location of Internship: 109 Michigan Ave., Washington Square Building, 5 th floor, Lansing, MI 48909	
Intern Supervisor's Name(s): Michael D. Carr	
Intern Supervisor's Title(s): Statistician	
Intern Supervisor's Phone: 517-335-9954	Intern Supervisor's Email: carrm7@michigan.gov

APPROVAL

Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (<i>signature not required</i>): Patty Brookover
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INTERNSHIP SCHEDULE

Internship Time Period: Fall (Sept - Dec) - 2014	Internship Hours Requested Per Week: 15-20
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PREFERRED EDUCATION

Major / Minor: Any		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications:		
<ul style="list-style-type: none"> – Preference given to those able to work Spring Semester 2015 also. Required: Microsoft Office (esp. Excel), at least 1 course in statistics, interest in applied public health. Preferred: ArcGIS, SPSS or SAS. 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Cancer Mapper Intern
Intern Responsibilities / Projects:
<ul style="list-style-type: none"> – Update and keep current the client database for the Cancer Mapper application, including correction of geocoded points. Explore enhancements and improvements for mapping application. Develop and document data processes. There is great flexibility in this internship, so initiating action (self-motivated) and innovation will be key.

APPLICATION PROCESS

Submit: 1) internship application , 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		
Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov
Medical Services	Trena Larnar	LarnarT@michigan.gov
Policy & Planning	Shelly Murrell	MurrellS@michigan.gov
Operations	Kevin Bartley	BartleyK@michigan.gov

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Other	Irda Kape	Kapel@michigan.gov
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For more information about the Michigan Department of Community Health Internship Program,
Please visit: www.michigan.gov/mdch/careers -click on Internships